



SPORTSPLEX

STADIUM & TOURNAMENT GUIDELINES

2425 SPORTS PARKWAY

MATTHEWS, NC 28105

980-314-7539

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Facility Contacts

Facility Manager II

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Administrative Support Assistant III

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Tournament Information

A Tournament Application must be submitted at least 120 days prior to the event. All information requested in the application must be provided, and must be typed or printed. Illegible and/or incomplete request will be returned. Mecklenburg County reserved the right to terminate any contract regardless of status.

Tournament requests are accepted twice a year. March 1-15 (July-June) and September 1-5 (January-December).

The Sportsplex has eleven (nine synthetic, two natural grass) multiuse fields featuring permanent lighting. Two fields have been installed with Football goal posts. All fields can be temporarily lined for other sports upon request.

Stadium Information

The Sportsplex offers a 4,166 seat stadium with a natural grass field, Public Address system, lights, scoreboard, and locker rooms. With the ability to be professionally lined for soccer, football, lacrosse, and rugby, the Sportsplex is the premier athletic facility to host amateur, collegiate, and professional sporting events. A Stadium Application must be submitted at least 120 days prior to the event. All information requested in the application must be provided, and must be typed or printed. Illegible and/or incomplete request will be returned. Mecklenburg County reserved the right to terminate any contract regardless of status.

Stadium requests are accepted twice a year. March 1-15 (July-June) and September 1-15 (January-December).

Rules and Regulations for Athletic Fields

- A certificate of liability insurance is required listing Mecklenburg County as an additional insured:
 - **Mecklenburg County 600 E. Fourth St Charlotte, NC 28202** or
 - **Mecklenburg County C/O Mecklenburg County Park and Recreation Department 5841 Brookshire Blvd Charlotte, NC 28216**
- Goals must be anchored at all times.
- No painting or marking of fields in any manner is permitted. All painting and marking must be done by the Department.
- No vehicles permitted on athletic fields.
- No animals permitted on athletic fields or inside the fence of the field.
- No stakes may be driven into the field.
- Amplified sound and/or inflatable equipment is not permitted without Department approval, appropriate permitting and insurance.
- No smoking, tobacco products, or food are allowed on the playing field.
- The charging of admission or the sale of food or merchandise is not permitted without Department approval.



- Any property damage to the facility will be the responsibility of the lessee and payable to the Mecklenburg County Park and Recreation Department.

Rental Guidelines-Stadium and Tournament

- Contact Sportsplex staff to ensure desired dates are available.
 - Phone: (980) 314-7539
- Download and read through the entirety of the Stadium & Tournament guidelines.
- Complete and submit the appropriate application. If a tournament is requesting use of multiuse fields and the stadium, two applications must be submitted.
 - Email: Amelia.Cooper@MecklenburgCountyNC.gov
- Sportsplex staff will contact you pending approval.
- Requests must be made 120 days prior to event
- If accepted, your date will be tentatively held for 30 days pending completion of the following steps:
 - **Site Visit:** Meet with Sportsplex staff to discuss logistics, limitations, and regulations for you proposed event.
 - **Site Map/Event:** Must be submitted prior to receiving a contract.
 - **Insurance Requirements.** Detailed below.
 - **Contract.** Complete a Sportsplex "Performance Agreement/Contract" outlining the duties of the COUNTY and the CONTRACTOR
- Payments are due **60 days prior** to event.

Cancellation & Refund Policy

There will be no refund of the facility fee if the cancellation is made less than sixty (60) days prior to the reservation date. Cancellations made fewer than thirty (60) days in advance provide little opportunity for rental to another party. A refund less a 10% service charge will be approved when the registrant submits a written request at least sixty (60) days prior to the rental date.

Field Preparation

Preparing and lining of the fields for athletic events will be conducted by Mecklenburg County Park and Recreation staff. Each multipurpose field features permanent sport-specific lines, and is capable of temporary lining for multiple sports.

Equipment

Any equipment needed for an event beyond goals, netting, goal posts, and sideline benches must be provided by the contracted teams/league. The use of additional equipment requires approval from the Facility Manager.



Insurance

- **Automobile Liability** - Evidence of current automobile insurance.
 - If USER owns or leases commercial vehicles to provide goods or perform a service under this Agreement, automobile liability must be provided at a limit of not less than \$1,000,000 per accident, combined single limit, each occurrence, for bodily injury and property damage liability covering all owned, non-owned, and hired vehicles.
 - If USER does not own or leases any vehicles, but has employees using their vehicles to provide goods or perform a service under this Agreement, USER must provide hired/non-owned automobile liability coverage at a limit of not less than \$1,000,000 per occurrence aggregate.
 - If USER does not own or lease any commercial vehicles to provide goods or provide services under this Agreement, and has no employees using their vehicles to provide services under this Agreement, but uses his or her own personal vehicle to provide services under this Agreement, personal automobile liability may be provided at limits of not less than \$30,000 each person, \$60,000 each accident and property damage liability of \$25,000.
- **Commercial General Liability** insurance with a limit not less than \$1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability. "Mecklenburg County C/O Mecklenburg County Park and Recreation Dept" 5841 Brookshire Blvd. Charlotte, NC 2816 or "Mecklenburg County" 600 E. Fourth St. Charlotte, NC 28202 shall be named as an additional insured under the commercial general liability insurance for operations or services rendered under this Agreement,
- **Worker's Compensation.** Insurance meeting the statutory requirements of the State of North Carolina and any applicable Federal laws; and, Employers' Liability - \$100,000 per accident limit, \$500,000 disease per limit policy, \$100,000 disease each employee limit. If the USER does not employ more than 2 full time employees, a waiver letter must accompany this Agreement.

Noise

City of Charlotte no longer issues amplified sound permits for parks. All amplified sound requests are subject to Park and Recreation approval in accordance with the conditions listed below. An approved/signed Performance Contract will serve as your permit. The person to whom the Performance Agreement/Contract was issued must be present at the location and during the times permitted. The use of sound amplification may be authorized so long as sound produced does not register more than:

- 55db(A) – As measured anywhere along the boundary of the nearest residential occupied property.
- 75db(A) – Ten feet or more from any electromagnetic speaker.

Amplified sound is permitted:



Monday – Saturday 8am – 8pm
Sunday 1pm – 9pm

Staffing

Mecklenburg County will provide staffing for parking assistance, maintenance, and scoreboard operations (for stadium events). During stadium events, additional staffing requirements such as game operations and ticket transactions, will be required at the expenses of the contractor. Mecklenburg County will develop a staffing model that will need to be followed.

Traffic and Security

Mecklenburg County Park & Recreation will secure the necessary amount of off-duty officers for the duration of the event. The off-duty officers will assist with traffic and crowd control. A base level of officers are included in both fee structures. If additional officers are needed due to the side and scope of event, that expense will be covered by the contractor.

Parking

The Sportsplex offers 1,400 parking spaces on the premises. Off-duty officers and the use of display signs will keep event guests to the appropriate parking area.

Food/Drink Vendors

Mecklenburg County Park and Recreation will coordinate all food vendors. Tournament Directors will need to contact the Facility Manager to request food vendors. Food vendors will pay a fee to the County to sell on site.

Alcohol Policy

No alcoholic beverages will be allowed on-site. This includes tailgating.

Tents

All tents must be approved by Mecklenburg County Park and Recreation. Limited tents will be allowed on the playing surface. If your event requires tents, they must be secured with sand bags or water barrels. Stakes are not allowed on synthetic fields.

Tents larger than 20'x20' (400 sq. ft.) require preapproval and issuance of a permit from the Charlotte Fire Department, Fire Prevention Office. The fee for a tent permit is \$130 and a Multiple Tent Permit is \$260. You must contact the Fire Prevention Bureau at (704) 336-2101 to arrange a site inspection for approval, and to provide the complete permit application and appropriate fee. In some instances, particularly for very large tents requiring advanced review of plans, mailing the application to our office in advance may be warranted. You will still need to contact our office to arrange an inspection with the area inspector.



Tent Vendor Options

Please contact any of the following parties to assist with tent rentals

Party Time Rentals

514 Springbrook Road Charlotte, NC
(704) 525-5400

Classic Party Rentals

600 Phillip Davis Drive
(704) 523-9300

Party Reflections

3412 Monroe Road
(704) 332-8176

Locker Rooms

Three (3) locker rooms are located within the Sportsplex Stadium. Each of the two (2) team locker rooms are equipped with lockers, showers, an athletic training room and restrooms for team usage. The third locker room is designated for officials and is equipped with 2 changing stalls, a common area, bathroom and shower.

Meeting Space

Located within the Sportsplex Stadium is a conference room that comfortably seats up to 90. This space can be reserved for meetings with coaches, coordinators, officials, Mecklenburg County Park and Recreation staff, and tournament directors, or used for hospitality. Requests to utilize this space must be completed on the Stadium/Tournament reservation application.

Signage

Sportsplex Facility Manager may allow the installation of temporary signage during events. Each sign/banner/display must be given approval prior to posting. All signage must be removed following the designated event, and must not alter or damage property.

Video Streaming

The Sportsplex allows video streaming of athletic contests based upon the request of the contract signee. All necessary video and streaming equipment must be provided from the team or team representatives.

Field Rental Fees

Tournament Fees and Charges

4-Field Tournament Rate	\$2,478.00 per day
5-Field Tournament Rate	\$2,778.00 per day
9-Field Tournament Rate	\$5,256.00 per day
11-Field Tournament Rate	\$6,510.00 per day

*Tournament fee includes Field Prep, Lights (as needed), and Off-Duty Security



Stadium Rental Fees

Stadium Field Rental

4 Hour Stadium Rental Fee- Free Admission	\$2,000.00 per rental
4 Hour Stadium Rental Fee- Paid Admission	\$4,250.00 per rental
8 Hour Stadium Rental Fee- Free Admission	\$2,600.00 per rental
8 Hour Stadium Rental Fee- Paid Admission	\$4,850.00 per rental
Additional Rental Period	\$150.00 per hour

*Stadium fee includes Field Prep, Lights (as needed), and Off-Duty Security

EMT/Medical

Emergency Medical Technician (EMT) staff will be required during all athletic events, at the expense of the Event Director. The Performance Agreement will outline the number of medics required. EMTs are trained to provide immediate assistance to individuals who require medical attention. Each of the team locker rooms have a designated athletic training area to be used for medical purposes. In the event further medical attention is needed, a list of local emergency locations is provided below.

Novant Health Matthews Medical Center

1500 Matthews Township Parkway, Matthews, NC 28105

(704) 384-6500

Open: 24 Hours

Carolina's Medical Center

201 E Matthews Street Matthews, NC 28105

(704) 846-6931

Open: Mon-Tue (8:00-8:00), Wed-Fri (8:00-5:00), Sat (8:00-1:00), Sun (Closed)

Inclement Weather Policy

- Department staff reserves the right to close a facility in the event of inclement weather.
- In the case of inclement weather, Mecklenburg County Park and Recreation will reschedule the event for another time or facility if available (of equal or lesser value).
- Inclement weather rescheduling must be done within 7 business days AFTER the event.
- Refunds will not be given in the event of inclement weather.

Directions

From US-74

Follow Hwy 74 North-West toward Charlotte. Turn onto Matthews-Mint Hill Road (.2 miles). Turn left onto Brigman Road (.3 miles). Turn right onto Sports Parkway.

From I-485



Take exit 51-A. Merge onto US-74/East Independence Blvd toward Charlotte (1.7 miles). Turn left onto Matthews-Mint Hill Rd (.2 miles). Turn left onto Brigman Road (.3 miles). Turn right onto Sports Parkway.

Frequently Asked Questions

- **May I bring my dog to the park?**
 - Yes, you may bring your dog to the park. However, they are prohibited from entering the stadium, or walking on any playing field.
- **Is smoking allowed on premises?**
 - No. All tobacco use, including smoking is prohibited within the Sportsplex.
- **What type of events are held in the stadium?**
 - Soccer, Football, Lacrosse (Men's & Women's), Rugby and Ultimate Frisbee.
- **Does the Sportsplex contain walking trails?**
 - Yes! There are walking trails located within the premises.
- **Is seating provided?**
 - Events located in the stadium provide seating for 2,500 people.
 - Events located on any of the eleven (11) non-stadium fields require guests to provide their own seating.

